



HUMAN RESOURCE SERVICE CENTER - NORTHEAST

*** V A C A N C Y A N N O U N C E M E N T ***

POSITION: SECRETARY (OA), GS-0318-06	ANNOUNCEMENT: PHL-01-0138
LOCATION: NAVICP PHILADELPHIA PA CODE 036, ILS Dept	OPENING DATE: 5-NOV-2001
SALARY: \$24,463-\$31,798	CLOSING DATE: 18-NOV-2001
AREA OF CONSIDERATION: NAVICP PHILADELPHIA, PA	
WHO MAY APPLY: Permanent Federal Employees of the NAVICP, Philadelphia	

NO PCS AUTHORIZED

INQUIRIES: Bob Schmal (215) 408-5190, DSN 243

DUTIES OF THE POSITION: Receives telephone calls and visitors to the office, and based on incumbent's knowledge, replies to routine inquiries and refers non-routine inquiries to appropriate personnel. Monitors important telephone calls for the purpose of recording pertinent aspects of the conversations. Incumbent sets up appointments, securing building clearances, and arranging for additional appointments with staff as required.

Arranges for meetings or conferences including selecting mutually satisfactory time, reserving meeting rooms, notifying participants, attending the meetings, and preparing reports of the proceedings if required. Advises individuals concerned when appointments must be rescheduled, arranges mutually convenient times for new appointments, and informing the Director/Deputy Director of pending appointments, meetings, and other commitments.

Prepares various correspondence, letters, memoranda, administrative directives, reports, etc. from rough draft. Correspondence may also be drafted from verbal direction.

Reviews all "chain-of-command" correspondence (letters, speedletters, memorandum, dispatches) prepared by lower echelon secretarial/clerical personnel to insure adherence to proper form, punctuation, spelling, grammar, etc. Assembles background information before routing mail to the Director/Deputy Director, and notifies them of pending delays and their reasons. Utilize automated word processing systems to produce a variety of documents. Screens for proper format, grammar, and spelling. Maintains files and records such as inventory files, training files, personnel records and logs reflecting the status of recruitment actions and correspondence. Ensures files include all required documents and that all documents are properly signed. Maintains contact with HRO to resolve problems relating to personnel actions submitted. Coordinates and compiles rough statistics presented in unrelated form by the Director/Deputy into readily understandable forms. Maintains the department's OPTAR for payroll, travel, and overtime. Initiates required forms for leave and travel requests; insure that necessary tickets, travel orders, car rentals and BOQ or hotel reservations are available.

Skill in advising clerical support personnel in subordinate segments concerning such matters as application of various procedures and reporting requirements.

Knowledge of the work programs of the Department sufficient to screen requests for information, personally provide authorized information from files and records or advise on established procedures and refer non-routine requests to the appropriate staff member.

Knowledge in establishing and maintaining various Department files so that information, when requested, can be retrieved and provided in a timely manner.

Skill in the use/operation of varied word processing systems/software applications. Qualified typist required.

QUALIFICATION REQUIREMENTS: Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual; one year of specialized experience equivalent to the GS-05 level. Specialized experience is defined as experience serving as the principal office clerical or administrative support position in the office. Specialized experience typically includes composing routine correspondence, reviewing and editing correspondence composed by others, maintaining a calendar, scheduling appointments, and arranging travel.

TIME IN GRADE: One year at the GS-05 level or higher.

SPECIAL REQUIREMENTS: Incumbent must be a qualified typist.

EVALUATION METHOD: Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement.

Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

DISPLACED FEDERAL EMPLOYEES: This position is subject to Department of Defense Priority Placement Programs.

HOW TO APPLY: You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet.

To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at www.donhr.navy.mil or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

TO USE THE NAVY ONLINE RESUME BUILDER (preferred method): Access our website at www.donhr.navy.mil click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

TO REUSE YOUR CURRENT RESUME: Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at www.donhr.navy.mil Click on "APPLICATION EXPRESS" button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

TO E-MAIL RESUME: Email to wantajob@ne.hroc.navy.mil . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a ".txt" file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s)

on the first line of your resume (3) Type "RESUME- (your first and last name)" in the subject line of your e-mail. **Only upon request**, send any required supporting documentation to the HRSC-NE.

TO MAIL RESUME & ADDITIONAL DATA SHEET: Mail to: HRSC-NE, Customer Focus Division,

Attn: RESUMIX, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

NOTE: Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

NON-MERIT FACTORS: Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

The Department of the Navy is an Equal Employment Opportunity Employer